



Secret Harbour Surf Lifesaving Club Inc

A Meeting of the Secret Harbour Surf Lifesaving Club Board of Management was held on Wednesday 18 October 2017 at the Secret Harbour SLSC Club rooms.

Meeting commenced at 6:30pm

Attendees:	Rick Lowe	President
	Ron Wade	Vice President
	Rohan Pugh	Club Captain
	Stephen Pescud	Director of Finance & Admin
	Brendan Privilege	Director of Surf Sports
	Iain Lund	Director of Lifesaving
	Megan Williams	Director of Education & training
	Matt Osborne	Director of Sponsorship
	Ingrid ostle	Director of House and Social

Apologies:	Jesika Bussey	Youth Coordinator
	Brendan Privilege;	Director of Surf Sports
	(stayed the first hour with Mark Irwin presenting)	

Guest:	Mark Irwin	Club Development, SLSWA
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Secretary:	Rebecca Hughes
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Minutes

1.0 Invited Guest: Mark Irwin

2.0 Previous Minutes

The Board is requested to approve the Board of Management Minutes dated 20th September 2017.

Deferred till November Meeting

3.0 Standing Notice:

2.1 Any Conflict of Interest Declarations (refer attachment 1 for register of conflict)

The Board noted the Director Finance & Admin Steven Pescuds' partner; Katherine Pescud is employed by the Club kiosk.

Note: The declarations register is provided in attachment 1

2.2 Any Occupational Health & Safety (OH&S) Declarations

The Board noted the 10 amp plug is required to be changed out to 15 amps, to get 2 quotes from electrician to wire into switch board

4.0 Directors and Other Reports

4.1 The following Directors and other monthly reports were circulated.

- President Report
- Vice President
- Director of Finance & Administration
- Club Captain Report
- Director of Sponsorship
- Director of Education
- Director of Lifesaving
- Director of Surf Sports

4.2 Other reports/correspondence circulated and noted.

- Membership report as at 16 October 2017 (attachment 2)
- Club Bookings as at 18 October 2017
- IRB Competition Minutes 6 October 2017
- Functions Report October 2017
- Bar License Restrictions
- Proposed Hall hire Fee Changes
- Functions for period October - December

5.0 Discussion Items from Directors Reports

5.1 President

The following was confirmed/advised:

- Dir of Finance will be provided with access to Westpac bank accounts.
- The President will be releasing information to the membership 'presidents update' to let everyone know what is being completed around the club.
- The Club has paid for 2 tickets for members to attend the Awards of Excellence in Sydney, for which they were nominated; a request has been made to Mark Irwin (Club Development) for reimbursement from SLSWA.
- Confirmed club payroll payments will be processed in Westpac by members independent of the payment process.

5.2 Vice President

The following was confirmed/advised:

- The key performance (KPI) indices for the office staff are being established and will be circulated to the Board for review and then provided to the office staff for review and comment prior to accepting the final KPI's.
- Maurice Fabrication completed stands to raise dishwashers as required by the CoR health inspector from and fixed the stairwell railing.
- Met with CoR to finalise the lifesaving watchtower process.
- The ABC Nippers program will not be coming to SHSLSC.
- Signage for club has been approved by CoR.

5.3 Club Captain

The following was confirmed/advised:

- Iain Lund to review and sign off engineers review on CAD drawings for installation of shade sails.
- There is a concern with a club member delivering education courses that have not been presented to the Board for consideration and approval. It is noted this has been a repeated incident and there will be an official written warning requesting the member to follow due process in the future.
- The patrol vehicles require seat covers (2 layers for front seats) to ensure water proof protection and they will approach Ocean and Earth to see if they are happy to sponsor. May also approach ARB in Port Kennedy to sponsor spare battery.

5.5 Finance and Admin

The following was confirmed/advised:

- The club Kiosk lost \$5, 000 in September, of which \$4K was wages (170 hours) for 2 weeks associated with training junior staff and establishment costs. The viability for the club kiosk will be reviewed at the end of December 2017, to evaluate if viable to run kiosk.
- It was agreed to have 2 staff at all times on roster for the club kiosk for safety and to manage work load e.g cooking, and it was believed the club kiosk should be opened over the weekend and at least Thursday, Friday, Saturday and Sunday.
- The Surf sports request for 3 new ski paddles has been approved and budgeted.
- In September \$47K in membership was received.
- The patrol vehicle stamp duty and GST will be claimed.

5.6 Lifesaving

The following was confirmed/advised:

- Requests for Water Safety have been received from:
 - John Calvin School Beach Safety Day – Tue 12 Dec 17 – Confirmed.
 - City of Rockingham Youth Beach Party – Tue 16 Jan 18 – Confirmed.
 - Open Water Swim – Mandurah – Mon 05 Mar 18 – Under consideration
 - Triathlon Water Safety – Quote sent out, organisers selected another club.
- Congratulations to Lyla Hall, Siobhan Hall, Jess Williams and Gary Williams who will be attending the SLSA Awards of Excellence to receive a Meritorious Award.
- Intend promulgating expectations for members on patrol, as there appears to be a lack of clarity in this regard.

5.7 House and Social

The following was confirmed/advised:

- Kim Wade has been approved as the club canteen manager.
- The function Coordinator is undertaking a review of function rates.

5.6 Education

The following was confirmed/advised:

- Megan Williams requested the Board to consider a proposal to purchase wet suits for trainers in IRB with over 5 years history of commitment to training at an approx. cost of \$280 each. Evidence of trainer's hours to be provided to the Board to further consider their position on this request.

5.8 Sponsorship

The following was confirmed/advised:

- The patrol vehicle fundraising so far is approx. \$1200. Thanks to Daniel Andrews and Rohan Pugh who delivered the vehicle for display at the Secret Harbour shopping centre over the recent school holidays.
- The goal is to have sponsors names on patrol vehicle by December 2017
- A thank you letter has been sent to last year's sponsors and requesting if they would be happy to continue sponsorship with club in 17/18 season
- Have applied for grant that included improving disabled access at the club.
- Club Signage (Electronic sign): letters will be in blue, council have approved and need budget for repairs and maintenance. Although there is a warranty for 7 years, would need approx. \$500 a year set aside to undertake replacement in the future
- Safety signage has been placed around the club.
- Concern expressed at erratic publication of newsletter. The President will request the admin staff to set a date for monthly publication with request for any inclusions from board members to be made a few days prior to the publication.
- Request to activate use of flag poles outside the club. Ron Wade will request from CoR the keys to the locks to be able to raise the flags.

- Director of Sponsorship expressed concern about Board decisions being translated into actions within the club.
- The request to host a Club Casino night scheduled for 24 February was approved by the Director of Sponsorship and Club President.
- The Director of House and Social requested fundraising income is recorded under one financial account and then requests for funds will be reviewed, to encourage fairness and transparency.
- The Board agreed to support of the annual Street Appeal.
- The proposal for a club raffle will not be supported due to the financial risk associated with supporting the guaranteed prize money if not enough tickets are sold.

5.8 Youth

The following was confirmed/advised:

- Age manager's course will be conducted on 15 October for new age managers.
- SLSWA will be presenting an information forum on the 20 October for all age members and interested members to present the nippers outcome based program.
- A second pool proficiency is scheduled for 22 October 2017 at Secret Harbour State Swim. The President posted an apology for the mix up with publicised pool proficiency dates.
- Rebecca Hughes will provide the Member Service Officer and Youth Coordinator the letter circulated to all nipper parents have ready for first day of nippers.
- Water Safety for nippers will be coordinated by Russell Tierney and Julie this season.
- An SRC will be run for new parents to increase water safety numbers and awareness.
- The club president will be entering water safety proficiencies onto Surfguard.

5.9 Director of Surf Sports

The following was confirmed/advised:

- Director of Surf Sports monthly report.

5.10 Other Business

- The Surf Beach Board Riders will be invited to join as associate members of the club.
- The Club Captain requested when guests attend a Board meeting it is run at a separate time to the monthly Board meeting to allow time for discussion and not lengthen the BoM meeting duration.

6.0 Motions considered by the Board

6.1 Motion proposed by Steve Pescud, Director of Finance and Administration

The Board is requested to approve the following financial items

- September 2017 Bank Reconciliation Reports
- September 2017 Financial reports
- September Ratification Items and Transfers

Decision: Approved and Ratified by the Board

7.0 General and Other Business

7.1 SLSWA Circular & Bulletins

- 29. **2017-18 Nipper Clinics**
- 28. **Expression of Interest for Duty Officers – Perth and South West**
- 27. **Nipper Activities Water Safety**
- 26. **SLSWA 2017/18 Age Group Managers Induction Sessions**
- 25. **2017 BeachSAFE Appeal**
- 24. **Skills Maintenance – Delegation Process**
- 23. **Youth Development Camp Opportunities 2017/18**
- 22. **Expression of Interest for General Standing Committees (2017/18) – Amended**
- 21. **Expression of Interest for Volunteer Rescue Crew Officers – Westpac Lifesaver Rescue Helicopter – North Fremantle and Busselton**

- 20. **2017/18 Short Board Riding Championships**
- 19. **Nipper Program and Requirements for 2017/18**

7.2 SLSA Circulars

- **Circular 18: 17-18 2017/18 Ocean 6 Series - Call for Officials nominations** *28 Sep 2017*
- **Circular 19: 17-18 Aussies 2018 - Call for Officials nominations** *22 Sep 2017*
- **Core Official and Technical Official Training Modules Now Live** *19 Sep 2017*
- **Circular 15/17-18: 2018 SLS Interstate Championships - Call for Officials nominations** *4 Sep 2017*

Next meetings: Wednesday: 15 November 2017
 20 December 2017
 17 January 2018
 21 February 2017

Meeting Closed at: 10:15 pm

Endorsed: (President) **Date:**
 (Rick Lowe)

Attachment 1: Register of interests 2017/18 Season

Name of board member	Description of interest	Has the board been notified of the interest?	Date of disclosure	Steps taken by board for dealing with the conflict	Actions taken by the board member to address the conflict
Ron Wade	Company undertakes contract services for CoR	Yes	24 August 2017	Noted	Noted and conflict no longer exists effective 20 September 2017
Ron Wade	Family member undertaking management role for club canteen/kiosk	Yes	24 August 2017	The Vice President will not be part of discussions & decisions pertaining to the Club canteen/kiosk	Noted
Steven Pescud	Family member undertaking employment for club canteen/kiosk	Yes	18 October 2017	Noted disclosure	Noted

Attachment 2: Membership Reports

Membership Numbers as at 17 October 2017 for 2017/18 Season

Category	Total Members	Male Members	Female Members	2016 Season Total Members	Member Retention (%)
<u>Probationary</u>	1	0	1	0	- %
<u>Junior Activity Member (5-13 years)</u>	332	176	156	415	80 %
<u>Cadet Member (13-15 years)</u>	34	16	18	41	82.93 %
<u>Active (15-18 yrs.)</u>	18	9	9	32	56.25 %
<u>Active (18yrs and over)</u>	79	52	27	111	71.17 %
<u>Award Member</u>	13	3	10	16	81.25 %
<u>Long Service</u>	7	7	0	9	77.78 %
<u>Life Member</u>	7	5	2	7	100 %
<u>General</u>	300	123	177	444	67.57 %
<u>Non Member Participants</u>	1	0	1	0	- %
Total	792	391	401	1075	73.67 %

**** Please note there are approx. 25 memberships to be finalised in office (pending payment or completion of registration form)***

Attachment 3: Action Sheet

<i>Agenda Item Nbr</i>	<i>Action Item</i>	<i>Responsible</i>	<i>Due Date</i>	
<u>ACTION ITEMS From September 2017 Meeting</u>				
<i>Item 5.5 October 2017</i>	Patrol Vehicle and Stamp Duty To be claimed as vehicle can be categorized as emergency response vehicle.	Dir of Finance	2017	To be commenced
<i>Item 5.5 October 2017</i>	Club Kiosk Progress Review to be undertaken	Dir of Finance	January 2018	To be commenced
<i>Item 5.8 October 2017</i>	Club Newsletter The Club President to request the admin staff to set a date for monthly publication with request for any inclusions from board members to be made a few days prior to the publication.	President Admin Staff	October 2017	In progress
<u>Ongoing Action Items</u>				
<i>Item 6.1 Sept 2017</i>	Accounting Services Steve Pescud received a quote from a recruiting company to employ an accountant for club at a cost of \$5000 and the quote was high and did not proceed any further. Rebecca Hughes will provide contact details for a 4 th Year accounting student.	Dir Finance & Admin	November 2017	In progress
<i>Item 2.0 August 2017</i>	Community Education Course delivery The courses to be delivered have changed as has fee structure BoM only willing to permit previously agreed upon 6 courses with fees as presented and agreed upon at first presentation 24/8/17, THREE MONTH TRIAL all accounting details need to be formalised for correct account/book keeping purposed	Joanne Thodis Dir Finance & Admin	September 2017	In progress
<i>Item 2.0 August 2017</i>	Club Insurance Further to item above Brendan Privilege, Director Surf Sports had raised concerns about insurance in general as club is growing in its operations. A review of all club insurance is currently underway by ty the Club Administrator and Club President is coordinating. Insurance coverage of trailers, patrol vehicle and IRB are currently being undertaken in consultation with Club Captain and Director of Lifesaving. Dir of Finance confirmed the insurance is valid for all surf related activities.	President Club Admin	October 2017	In progress
<i>Item 5.1 August 2017</i>	Draft Constitution Has been circulated for review. Need separate meeting with other interested parties The Club Captain and Dir Surf Sports have read, and noted members are able suggest changes and we then forward to SLSWA lawyer for review. It was noted the revised constitution was to be complete within 2 years, but the	Club Admin President	November 2017	In progress

	original draft developed is in accordance with SLSWA and Associations Act of WA. There are suggestions from Garry Williams for SHSLSC board to consider.			
<i>Item 5.2</i> <i>June</i> <i>2017</i>	Club Bar Accept Maurice fabrication Quote, confirm it still stands then order bar	Vice President	November 2017	In progress
<i>Item 5.1</i> <i>May</i> <i>2017</i>	Commercial Area – Café Ron Wade spoke with Mark Irwin, SLSWA Club Development Officer (previous SLSWA President) who is willing to guide us further through this process from his prior experience.	Vice President	August 2017	In progress
<i>Item 6.3</i> <i>Nov 2016</i>	Storage Mezzanine floor cad drawings have been forwarded to builder for drafting plans and final costings by prospective. Unfortunately, infrastructure grant proposal to CoR has not been approved. Currently submitting another grant application to fund this with the assistance of club member Laura Adolphus aimed at being to install at the end of the 17/18 season	Club Captain Vice President	November 2017	In progress
<i>Item 5.7</i> <i>Sept 16</i>	Strategic and Marketing Plan Development of Club slogan has commenced. Development of the Strategic Plan has commenced (using the model provided by SLSWA as a guide). Coordination of plan development to be finalised and liaison with life members planned prior to presentation to the membership.	Dir of Sponsorship & Board	November 2017	In progress
<i>Item 5.2</i> <i>March</i> <i>2017</i>	Skills Maintenance All members must complete skills maintenance no later than 31 December. Incorporate into Bylaws requests after the 1 January must be applied for in writing outlining the circumstances for the request and submitted to the Director of Education and Club Captain.	Club Administrator	20	In progress
<i>Item 6.1</i> <i>Dec 16</i>	Staff Planning and Structure Currently being developed and reviewed in consultation with office staff. Pressing issue especially job descriptions and KPI for office staff	President Vice President Dir Finance Club Administrator	2017	In progress
<u>Action Items Completed since Last Meeting</u>				
<i>Item 5.5</i> <i>May</i> <i>2017</i>	Club Budget Completed and accepted: BoM agreed on \$245 000 to be bottom level of savings in account as red flag to be cautious with spending, club costs \$180000 to run each year.	Director of Finance	October 2017	completed
<i>Item 5.7</i> <i>August</i>	Bar Staff Casual Salary Guidelines Salary guidelines completed	Dir House & Social	2017	completed

2017		Vice President		
		Function		
		Coordinator		
<i>Item 5.2</i>	Club Memberships for Fine Tune Fitness			
<i>Sept</i>	Membership offers communicated to members who are eligible to receive one of 100 free memberships for a year.	Vice President	October	complete
<i>2017</i>	Hours of patrolling to be taken from surfguard records	Dir Lifesaving	2017	